CARDHOLDER RESPONSIBILITES

- Determine or receive activity/facility requirements
- Review mandatory sources
- Obtain administrative approvals
- Verify funds availability
- Make purchases
- Do not split requirements

CARDHOLDER RESPONSIBILITES

- Maintain up-to-date transaction regis
- Maintain receipts and back-up pape
- Receive goods
- Ensure property is accounted for on the property book
- Reconcile monthly cardholder statements of accounts

CARDHOLDER RESPONSIBILITES

- Try to work out problems with vendor
- Submit timely disputes (60 Days)
- AVOID THE APPEARANCE OF WRONG DOING